

	<p style="text-align: center;">Risk Management & Tort Defense Division</p> <p>Title: Responsibilities, composition, and function of the state Risk Management Advisory Council Short Title: Risk Management Advisory Council Replaces and Supercedes: None</p>	Number: RMTD02-07
		History Log: Approval Date: 08/15/06 Effective Date: 09/01/06 Reviewed: 08/15/06 Last Revision: 09/14/06 Contact: Brett E. Dahl
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I. Purpose:

The state Risk Management Advisory Council serves in an advisory capacity to:

- a. Identify problems, costs savings, and efficiencies in the procurement and administration of the state property/casualty insurance program.
- b. Evaluate processes used by the state to adjust claims and identify measures to improve the efficiency of its claims administration processes.
- c. Assist the state to identify the underlying causes of loss and ways to mitigate risk through loss prevention programs, processes, training, and the adoption of policies and procedures.

II. Organization:

- a. The Risk Management Advisory Council shall be composed of representatives of the insurance industry, claims adjusters, self-insured organizations, regulatory bodies, private firms, public entities, legislators, or any other organization as determined by the Department of Administration.
- b. The Director of the Department of Administration or his/her designee shall serve as the chairperson.
- c. Council members serve at the pleasure of the Director of the Department of Administration and the Governor.
- d. The Risk Management Advisory Council shall exist until such time as it is no longer deemed necessary by the Director of Administration or the Governor's Office.

III. Meetings:

- a. The full committee shall convene at least annually. Subcommittees consisting of uniform or similar risk management issues shall convene from time to time as requested by the Chairperson.
- b. Meeting notices shall include an agenda with a public participation/comment section and shall be posted on the Risk Management & Tort Defense Division's website at least 5 days prior to the meeting.
- c. Meeting minutes, attachments, handouts, and other reference materials shall be posted on the Risk Management & Tort Defense Division's website within 30 days after adjournment.
- d. All meeting correspondence shall make notice of the Risk Management & Tort Defense Division's intent to offer reasonable accommodations for those with disabilities.
- e. Council members shall receive regular training on their duties and other important matters including participation in public meetings.